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Chief, Fiscal Division

14 July 1955.

25X1A9a
[redacted] Management Staff

Payroll Branch Organization

1. It is recommended that the organizational structure of the Payroll Branch be revised and personnel adjusted in accordance with the attached chart.

2. The change will reduce the present T/O from 26 to 22 personnel. As indicated on the organizational chart, the 22 personnel would be distributed as follows:

a. Chief
b. Ass't. Chief
c. File Clerk
d. Telephone & Check Distribution Control Clerk
e. Retirement & Control Index Control Clerk
25X1A7b
f. [redacted] Payroll & miscellaneous Functions Clerk
g. Chief P/R Supervisor
h. You will note at this point that the payroll groups have been cut from the present 5 groups to 3. This automatically reduces the payroll supervisors to 3.
i. The number of payroll clerks have been reduced from 15 clerks to 12. This, in turn, cuts the number of payrolls from 15 to 12 (exclusive of the [redacted] roll). 25X1A7b

3. To effect this change all allotments and supporting records must be realigned to conform with the new three group arrangement. The new setup must be coordinated with the Machine Records Division to assure that tabulating material reaches the Payroll Branch in related order.

4. Appreciating that the problem of retroactive pay is causing an added clerical work load for the moment, it is suggested that preparation be made to effect this cut-over immediately after the problem of retroactive pay is out of the way.

5. The creation of the Chief Payroll Clerk position is essential to accomplish the most efficient cooperation between payroll groups, maintain a high payroll production level, and carry on effective liason with the Machine Records Division.

25X1A9a
[redacted]

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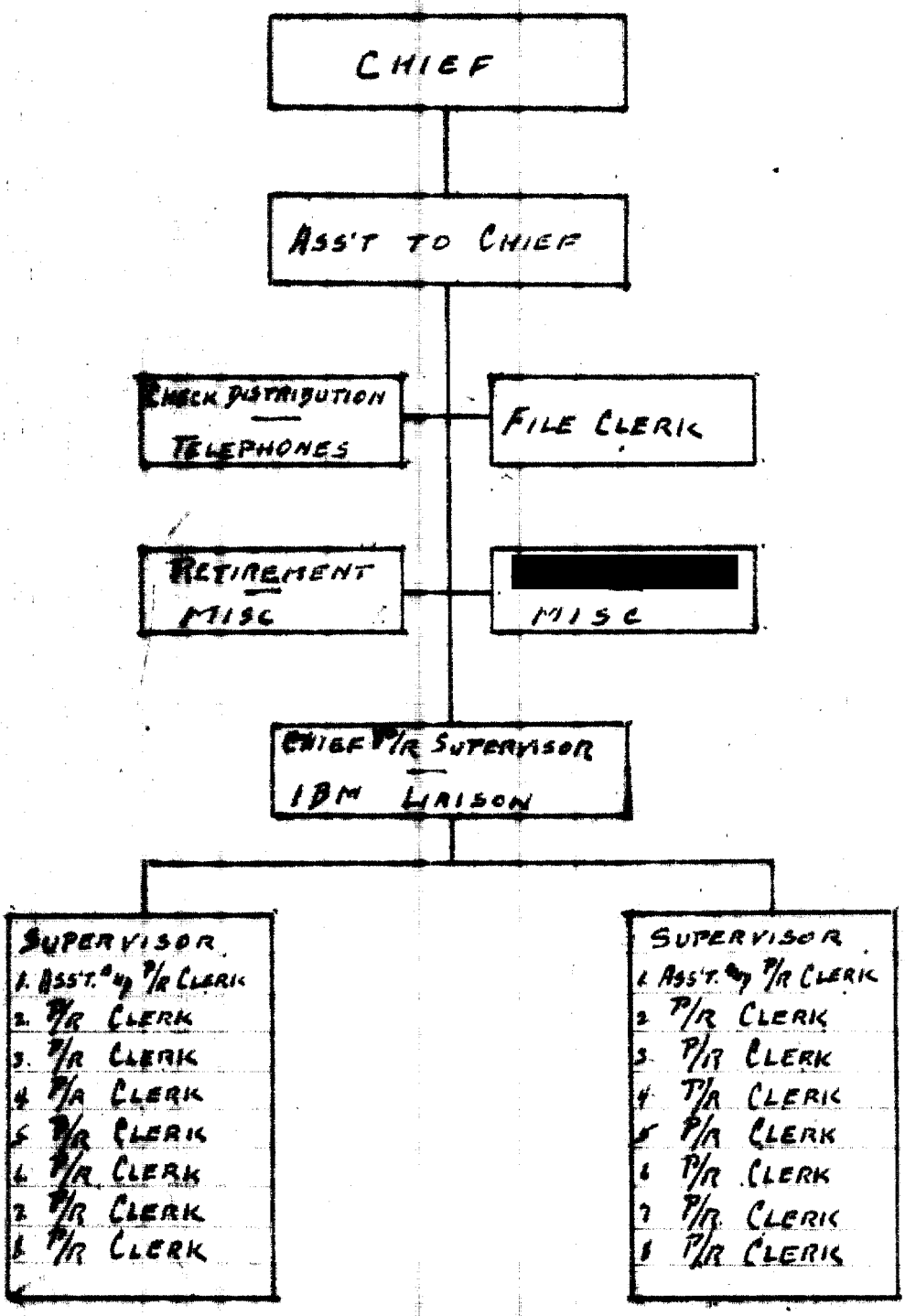
PAYROLL BRANCH



25X1A7b

PRESENT ORGANIZATIONAL CHART

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